

Civil Engineering

ENLISTED DORMITORY INSPECTION PROGRAM

General. This instruction establishes the Enlisted Dormitory Inspection Program. The purpose of this program is to establish a formal dormitory inspection program to promote dormitory maintenance. It is also designed to recognize and reward individuals residing in the dormitories who clearly exceed standards during dormitory inspections. This instruction establishes a selection process to nominate enlisted personnel dormitory rooms to compete during quarterly and bi-annual inspections.

1. Concept of Operation. The enlisted dormitory inspection program will be conducted as follows.

1.1. Quarterly Dormitory Inspections. The squadron commander or designated representative will conduct at least one room inspection during each quarter. This inspection will be conducted NLT the 15th day of the last month of the quarter. The commander will select a dormitory room to compete during the group commander's quarterly inspection. This information will be given to the group first sergeant. The first sergeant will coordinate with the group commander and schedule the quarterly dormitory room inspection. The group commander's quarterly dormitory room inspection will be conducted NLT the last week of the last month of the quarter. The group first sergeant will accompany the group commander on the dormitory room inspections. The group commander will select a room as the "best of the best" for their group. The group first sergeant will forward this information to the wing senior enlisted advisor.

1.2. Bi-Annual Dormitory Inspection. The wing commander and the senior enlisted advisor will conduct the bi-annual dormitory room inspections during the first week of July and December. They will inspect each group's two quarterly winners and a bi-annual winner will be announced immediately following the inspection.

2. Responsibilities

2.1. The 47 FTW Commander is responsible for:

2.1.1. The Enlisted Dormitory Inspection Program.

2.1.2. Tasking each group commander to conduct a quarterly dorm room inspection and select rooms to compete during the bi-annual inspection.

2.1.3. Conducting bi-annual dorm inspection and selecting a winner.

2.2. The Group Commanders are responsible for:

2.2.1. Ensuring quarterly dormitory room inspections are conducted.

2.2.2. Selecting a dormitory room to compete at the bi-annual inspection.

2.2.3. Tasking squadron commanders to conduct at least one dormitory room inspection during the quarter.

2.2.4. Providing two nominees to wing commander to compete during the bi-annual inspections.

2.3. The Squadron Commanders are responsible for:

2.3.1. Ensuring at least one dormitory room inspection is conducted each quarter using the checklist maintained by the dormitory manager.

2.3.2. Selecting a dormitory room to compete during the quarterly inspection.

2.3.3. Providing their best room to the Group Commander for Quarterly inspections.

2.4. The 47 FTW Senior Enlisted Advisor is responsible for:

2.4.1. Coordinating with the Group First Sergeants to obtain a list of rooms to inspect during bi-annual inspections.

2.4.2. Ensuring the bi-annual award winners receive a Letter of Congratulations and three day pass from the wing commander.

2.4.3. Ensuring the bi-annual award winner receives a gift certificate.

2.4.4. Coordinating with Visual Information on bi-annual award winner Photo Shoot.

- 2.4.5. Publicizing the award winner in the Border Eagle and on the wing marquee.
- 2.4.6. Providing “winning” dormitory room door plaque to appropriate first sergeant.
- 2.4.7. Scheduling bi-annual dormitory room inspections and notifying wing commander.
- 2.4.8. Accompanying the wing commander during bi-annual dormitory room inspections.
- 2.5. The Group First Sergeants are responsible for:
 - 2.5.1. Coordinating with squadron commanders to obtain list of rooms to inspect during quarterly dormitory room inspections.
 - 2.5.2. Ensuring quarterly award winners receive a Letter of Congratulations and a one-day pass.
 - 2.5.3. Scheduling quarterly dormitory room inspections.
 - 2.5.4. Accompanying the group commander during quarterly dormitory room inspections.

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